

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK  
QUALITY CONTROL CHECK  
ATTORNEY CASE OPENINGS (ACO)**

Were corrections made to this ACO case?

Yes (see below)

No

<b><i>Case Initiating Documents</i></b>	
1.	Attorney did not complete the case initiating documents. Contacted the attorney to advise to file the missing documents.
	Complaint
	Civil Cover Sheet
	Summons(es)
2.	Attorney did not separate the case initiating documents. Separated the document into individual attachments. Replaced main document and attachments
<b><i>Summons Errors</i></b>	
3.	Incorrect form
4.	Defendant's name and address not completed
5.	Plaintiff's attorney name and address not completed
6.	Caption on the Summons does not match the caption on the Complaint
7.	Incorrect Date
8.	Incorrect Case Number
9.	Contacted attorney and requested corrected summons
<b><i>Civil Cover Sheet Errors</i></b>	
10.	Plaintiff's county of residence not indicated
11.	Certification of Arbitration Eligibility not completed
12.	Disclosure Statement Fed. R. Civ. P. 7.1 not completed
	Added/corrected Disclosure Statement in docket entry
13.	Omitted Related Case Statement
	Added related cases in docket entry
14.	Incomplete or inconsistent responses to Div. Bus. R. 1(d)(3) questions
15.	Incomplete Bar Admission responses

<b><i>CM/ECF Errors/Corrections</i></b>		
<b><i>Div. Bus. R. 1(d)(3)</i></b>		
16.	Attorney used incorrect courthouse designation, pursuant to Div. Bus. R. 1(d)(3). Copied case, changed Court Designation, and informed other courthouse staff.	<input type="checkbox"/>
<b><i>CM/ECF Events</i></b>		
17.	Attorney used incorrect event when docketing the case initiating document. Deleted document and re-docketed using the correct event.	<input type="checkbox"/>
<b><i>Parties</i></b>		
18.	Corrected short title	<input type="checkbox"/>
19.	Corrected party role	<input type="checkbox"/>
20.	Corrected party spelling	<input type="checkbox"/>
21.	Added missing party	<input type="checkbox"/>
22.	Converted from All Caps to Initial Caps	<input type="checkbox"/>
23.	Added party text	<input type="checkbox"/>
24.	Removed party text	<input type="checkbox"/>
25.	Added alias	<input type="checkbox"/>
<b><i>Citizenship</i></b>		
26.	Corrected citizenship of principal parties	<input type="checkbox"/>
<b><i>Jurisdiction</i></b>		
27.	Corrected basis of jurisdiction	<input type="checkbox"/>
28.	Corrected nature of suit	<input type="checkbox"/>
29.	Corrected cause of action	<input type="checkbox"/>
30.	Corrected county code	<input type="checkbox"/>
31.	Corrected origin	<input type="checkbox"/>
<b><i>Demands</i></b>		
32.	Corrected dollar demand	<input type="checkbox"/>
33.	Corrected jury demand	<input type="checkbox"/>
34.	Corrected class action	<input type="checkbox"/>
<b><i>Fee</i></b>		
35.	Corrected fee status	<input type="checkbox"/>
<b><i>Other</i></b>		
		<input type="checkbox"/>